



**DATE:** November 16, 2023  
**MEMO TO:** Nels Leutwiler, Chair  
Preservation Foundation Board  
**FROM:** Nan Buckardt  
Director of Education

**RECOMMENDATION:** Recommend approval of a \$5,000 grant to underwrite free admission to the Dunn Museum during spring break, March 23 – 30, 2024.

**FINANCIAL DATA:** Offering free admission will cost the Bess Bower Dunn Museum \$5,000 in admission fees. By underwriting the cost, the Foundation will extend the museum’s ability to serve Lake County residents.

As of September 20, 2023, the balance of the Annual Fund was \$322,503.16. Grants paid and due from the unrestricted fund after September 30, include:

Distribution Date	Amount
Q3 Transfer	\$ 7,850
2024	\$ 68,300
2025	\$ 31,000
<b>Total</b>	<b>\$ 107,150</b>

The requested funds will be paid as a single disbursement in January 2024

**BACKGROUND:** Spring break often has families searching for interesting things to do with students who aren’t in school. In 2022, the Dunn Museum offered free admission with a donation of a non-perishable food item. Over 1,300 visitors came to the museum that week, and over 2,000 pounds of food was collected and donated to the Libertyville Township Food Pantry.

This grant would replace the loss of revenue that the District would incur and prominently promote the Preservation Foundation just prior to the public endowment campaign launch. Food items would be collected again this year, as well.

**SPONSORSHIP BENEFITS:**

The Preservation Foundation would be listed as the sponsor of free admission in all promotional materials for the free admission and food drive.

**REVIEW BY OTHERS:** Museum Operations Manager, Director of Community Engagement and Partnerships, Director of Finance, Director of Administration, Chief Operations Officer, Lake County Forest Preserves Executive Director, Preservation Foundation Executive Director

**PRESERVATION FOUNDATION BOARD:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_\_